

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-216

OPENING DATE: 8 October 2004

CLOSING DATE: 8 November 2004

ANTICIPATED FILL DATE: 12 Dec 04

POSITION TITLE AND NUMBER

Occupational Health Technician
PD 40007000, MD# 1222-405

UNIT/ACTIVITY AND DUTY LOCATION

OTAGNC-ASO (Safety), NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-00640-05 \$26,699.00 - \$34,714.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is the NATIONWIDE. Applications will be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. **NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172/6431. Faxed or E-mailed copies will not be accepted.**

QUALIFICATION REQUIREMENT: Must have 6 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants must address each KSA individually in paragraph format by explaining any civilian and military work experience (*with dates*) that provided that KSA. It is required that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6172/6431.

1. Knowledge of occupational health, concepts, principles and practices.
2. Knowledge required to identify specific health deficiencies and to compile and prepare written reports.
3. Knowledge of medical terminology to understand, document and report medical histories.
4. Ability to obtain health histories from prospective employees and identify health issues that should be referred to senior health personnel for further evaluation.
5. Skill required to take vital signs such as blood pressure readings, temperatures, pulse, height and weight .

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment/promotion until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory. (Enl: CMF 91)

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

PRINCIPLE DUTIES AND RESPONSIBILITIES: Conducts orientations to inform new employees of occupational health exposures, need for protective equipment and devices, health monitoring requirements, and resources available within the Occupational Health Office. Performs preliminary health screening functions by obtaining routine information from employees and preparing health and work history documentation. Briefs and prepares employees for occupational health testing. Assists in the administration of occupational health care programs by performing portions of health examinations such as, pre-employment examinations; collecting health and work history data; taking vital signs; conducting vision screening, hearing and pulmonary function tests; and monitoring the pregnancy surveillance program. Identifies individuals with abnormal results and refers to senior occupational health personnel. Inputs and updates data in the Hearing Evaluation Automated Registry System (HEARS) which includes audiometric testing and occasional manual entry in the HEARS System. Selects and fits hearing protection, instructs employees on earplug fitting and use, and documents employee health records. Counsels workers with existing health problems on health maintenance practices and illness prevention. Provides initial evaluation, counseling and follow-up to employees to ensure that employment is not hazardous to the employee. Assists occupational health specialist in health promotion programs. Takes vital signs such as, blood pressure readings, temperatures, pulse, height and weight. Operates special testing equipment, and assists in the preparation of course materials, handouts, etc., for occupational health classes. May assist in coordination efforts to obtain guest speakers, special equipment and/or materials needed. Establishes and maintains occupational health records, files and reports. Completes a variety of forms, using information gained from tests, measurements, fittings, and specimen collection. Ensures that privacy act statements are signed and filed IAW governing 40007000 regulations. Researches employee medical files, compiles information, reviews statistical data and prepares reports regarding occupational health program activities. Participates in workplace inspections to become familiar with work operations, promote health communication with employees and supervisors, encourages use of personal protective equipment and utilization of health protective procedures. Counsels, documents and maintains records of conditions found to be in noncompliance with occupational health protection guidance. May provide data collected in support of workers' compensation controversial cases. Monitors status of supplies and equipment, consolidates and prepares supply requests, maintains equipment logs and advises supervisor of supply and equipment status. Performs data entry duties related to occupational health equipment purchases, maintenance and utilization. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 2. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R, HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1